DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for February 12, 2004

Present:

Jeanette Hensler, Agriculture
Jennifer Le, Agriculture
David Batz, Auditor General
Dennis Strzalkowski, Auditor General
Raj Mehta, Civil Rights
Ken Beatty, Community Health
Nanette Gordon, Community Health
Sue Malkin Community Health
Lisa Smyth, Community Health
Denise Ouendag, Corrections
Bidhan Redey Corrections
Bob Holmes, Environmental Quality
Jill Trepkoski, Environmental Quality
Colleen Curtis, Family Ind. Agency
David Putman, Family Ind. Agency
Sandy Theisen, Information Technology
Chris Graham, Labor & Econ. Growth
Mary Hines, Labor & Economic Growth

Dave Wenstrom, Labor & Econ. Growth
Adam Wirth, Labor & Economic Growth
Sheri Peck, Lottery
Barbara Powers, DMB
Adel Beachnau, DMB/OFM
Cheryl Blonde, DMB/OFM
Brian Curran, DMB/OFM
Ed Dettling, DMB/OFM
Rachel Green, DMB/OFM
Ruth Mealy, DMB/OFM
Kelley Ryal, DMB/OFM
Karen Lawson, MI Strat. Fund/MEDC
Mary Jo Letner, Natural Resources
Patricia Schrauben, Senate Fiscal Agy.
Juanita Sarles, State
Matt Gardner, State Police
Suzette Walker, State Police
Patrick McCarthy, Transportation

Approval of the Agenda – Ed Dettling

The agenda was approved.

Approval of Meeting Minutes – Ed Dettling

The meeting minutes for the meeting held August 7, 2003 were approved.

ISSUES FOR DISCUSSION

Payroll Service Center Staffing Update

Ruth introduced Kelley Ryal and Brian Curran, two new staff in the Payroll Service Center and stated how appreciative they have been for the patience shown by the agencies over the last few months. Financial Operations is restructuring their task-oriented organization to a process-oriented organization. Once completed, the FMUG, CFO and Human Resources communities will have a clear designation of who to contact with questions.

System-Generated Time Sheets

Overtime adjustments in DCDS from a GPA done in HRMN causes time sheets to look entirely different. If a data collection adjustment is put on the time sheet and submitted, it goes through as a DCDS adjustment. If entered into HRMN as a HRMN GPA, DCDS does not know where it should go. DCDS does not know that this adjustment should go to a prior time sheet. When a retroactive pay adjustment is done in HRMN, the calculator in HRMN will determine what the retro pay is and then pick up the adjustment. A data collection adjustment is for a time sheet adjustment only; a retro pay adjustment is correcting pay so there is a business reason to process them differently. GPA types shouldn't be put on a time sheet since they affect pay.

Banked Leave Time Used and Earned

There was a question as to how other agencies distribute their payroll costs for banked leave. DNR and DEQ are doing it to the benefit matrix. Banked leave time processes as a negative GPA. Agencies need to look at the accounting impact of this. GPAs default to labor distribution differently than reported time documents. This is probably a non-issue for agencies who have straightforward labor distribution. But agencies who are affected, it is suggested you look at this issue sooner than later.

Zero TAS Project

Human Resources offices are affected by this project. For as long as DCDS has been live, when a time sheet is recorded where "0" hours were entered, the time sheet was never recorded in DCDS. This was changed over the last pay period. The DCDS group is working on going back into history to mark all old "0" time sheets.

Status Update: Payroll Clearing Fund Reconciliations

Ruth stated the fund as a whole is in balance. There are two causes of reconciliations: unrecoverable deductions and manuals with voids. We are looking at the system for a mechanism to better automate this. We need to provide information on how the transactions are flowing through this clearing fund. Comprehensive information has not been flowing as well as it should be. Ruth will check with Annetria on why the offset reports have been inconsistent.

ADDED ISSUES FOR DISCUSSION

Labor Distribution Adjustment

Someone switched what they are running their labor distribution adjustment scripts on in MIDB. You will have to do a couple of things to change the query (MPR1011 Biweekly Pay Period Schedule) and request MIDB to change the scripts. Ed will check with Neil Miros regarding the status of converting HR scripts to HRMN scripts.

OFM Help Desk

The menu has changed when calling our Help Desk at 36222. HRMN & DCDS is now option 3 and MIDB is option 4. Call them at any time with your questions.

OPEN DISCUSSION

Hollie McCafferty is no longer involved in DCDS. She has assumed new responsibilities.

OFM offers training in DCDS Financial Adjustments – HR104 class. Call 1-7726 for reservations.

The group decided that the frequency of these meetings would be quarterly instead of monthly. A revised schedule will be sent.

NEXT MEETING

The next meeting will be Thursday, May 6, 2004, at 10:00 a.m., at the Ottawa Building, Upper Parking Level, Conference Room 3.